



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CODE ENFORCEMENT OFFICER I
CODE ENFORCEMENT OFFICER II

Class No. 003587
Class No. 003588

■ CLASSIFICATION PURPOSE

To perform field and office work in the enforcement of ordinances, codes, and related regulations pertaining to building codes, grading ordinances, zoning laws, solid waste management, noise, abandoned vehicle abatement, health, safety and other public nuisances; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Code Enforcement Officers are non-sworn, public officers allocated only to the Department of Planning and Land Use (DPLU), and are responsible for the enforcement of a wide variety of State laws, Municipal and County ordinances and regulations. Incumbents conduct field investigations, provide information to the public, and issue notices or citations for code violations.

Code Enforcement Officer I:

This is the entry-level class in the Code Enforcement Officer series. Under immediate supervision, incumbents perform a variety of routine code enforcement functions, such as providing information to the public and issuing citations for minor code violations. Work is subject to frequent review and incumbents are expected to work with increasing independence on progressively more difficult investigations and enforcement cases.

Code Enforcement Officer II:

This is the journey level class in the Code Enforcement Officer series. Under general supervision, incumbents perform the most difficult enforcement assignments and issue citations regularly. Incumbents work with considerable independence in the field and generally receive only periodic review from the Supervising Code Enforcement Officer. This class differs from the next higher class, Supervising Code Enforcement Officer, in that the latter is a first line supervisor.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Code Enforcement Officer I

Essential Functions:

1. Makes field visits and conducts investigations of reported violations of State laws, Municipal and County ordinances and other laws including, but not limited to: smoke-free workplaces; tobacco control; zoning; land use; establishment and use of buildings and other structures; solid waste storage, collection, transport and disposal; environmental health; noise, abandoned vehicle and public nuisance abatement.
2. Advises the public on complaints received and provides information on means of compliance.
3. Issues notices of violation and, when necessary, citations.
4. Returns to sites and conducts inspections.
5. Investigates compliance with the conditions of special use permits.
6. Coordinates and confers with other divisions and departments in performing enforcement activities.
7. Gathers all pertinent facts from parties and if necessary takes photographs and takes measurements.
8. Creates and maintains case files to meet established procedural standards and legal requirements.
9. Discusses difficult cases with supervisor.

10. Provides information and interpretation of existing laws, ordinances, and regulations by phone and in written correspondence.
11. Researches and compiles data for each case to determine appropriate course of action.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or by making appropriate referral.

Code Enforcement Officer II

Essential Functions:

All the functions listed above and

1. Prepares cases for referral to County Counsel for civil litigation.
2. Testifies in court and provides assistance to the District Attorney in criminal cases.
3. May provide training and technical guidance to lower level staff.
4. May act in the absence of the supervisor.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Techniques for investigating code and ordinance violations.
- Field investigation techniques and practices.
- Effective interviewing techniques.
- Information and evidence collection and reporting methods.
- State laws, and County and Municipal ordinances (e.g., smoke-free workplaces and tobacco control; building, land use, zoning; solid waste management; abandoned vehicle abatement; health and safety; public nuisances).
- Substandard building/structure codes or other codes related to health and safety.
- Building construction methods and other specialized fields related to the area of code enforcement.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Obtain information and evidence by on-site inspection and interviews.
- Compile information gathered, including visual observation, into clear, concise reports that effectively convey concepts and conclusions.
- Analyze, interpret and explain detailed information such as statutes, ordinances, contracts and permits.
- Research, read, and interpret laws, rules, regulations, legal documents, legal descriptions, maps, building plans, permits, and contracts.
- Effectively advise property owners, employers, staff and the general public on code compliance and regulatory practices.
- Develop case files to meet legal standards.
- Investigate disposal options in relation to solid waste activities.
- Establish and maintain cooperative working relations with those contacted during the course of work.
- Conduct physical inspections of land and structures to determine code compliance.
- Communicate effectively orally and in writing.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Code Enforcement Officer II (in addition to the above):

- Interpret and apply regulations and planning concepts to difficult problems.
- Prepare cases for referral to civil or criminal attorneys and work with attorneys during administrative or court hearings.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Code Enforcement Officer I:

1. An Associate of Arts degree from an accredited community college in building construction/inspection, criminal justice or a related field; OR,
2. High school graduation AND one (1) year of work experience providing technical information to the public related to zoning, general land use, public nuisance abatement or public contact of an enforcement or investigative nature in a public agency. Some investigative or inspection experience is desirable.

Code Enforcement Officer II:

1. One (1) year of experience as a Code Enforcement Officer I or equivalent experience; OR,
2. Two (2) years of investigative or inspection experience in a public agency performing field or office work in the enforcement of federal and/or state ordinances, codes and related regulations pertaining to tobacco control laws, building codes, grading ordinances, zoning laws, noise and abandoned vehicle abatement, health, safety and/or other public nuisances.

Note: The enforcement experience listed above in minimum qualifications is defined as experience encompassing case management (interview, research, investigation, case documentation, report writing, and case resolution) that is maintained through field work or office work for example: site inspections, interviews, collection of evidence, application of appropriate codes to a set of circumstances, and issuance of notices of violation.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Completion of P.O.S.T. approved P.C. 832 training prior to completion of the probationary period.

Working Conditions

Occasional evening and weekend work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Code Enforcement Officer I:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

Code Enforcement Officer II:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5)

New: June 25, 1982
Revised: June 30, 2000
Reviewed: Spring 2003
Revised: June 11, 2004
Revised: February 9, 2005
Revised: June 14, 2006
Revised: June 23, 2006

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Union Code: PS
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Variable Entry: Y
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